


Annual Performance Review Process Guide

What is the Annual Performance Review?




Each year, leaders must perform an annual performance review of every team member. This is a chance to celebrate the team member’s accomplishments and identify opportunities for development and growth.

The performance review form is completed in Talent Connect. See the Performance Review User Guide for technical support.

Talent Connect includes three optional functions to support the performance review process: self-review, alternate reviewer in limited circumstances, and 360 feedback.

Important to know



- **2023 REVIEWS ARE DUE MARCH 1, 2024**
- Leaders are responsible for ensuring reviews in Talent Connect available by March 1, 2024.
- **There are no extensions available for the 2023 Performance Year.**
- Reviews are required for all employees who were hired before October 1, 2023.
- Collaborate with previous leaders for transferred employees (review alternate reviewer resources)
- **NOTE: Anyone selected as an alternate reviewer MUST be a people leader. (e.g., a charge nurse is not a people leader)**
- Talent Connect has a Writing Assistant tool built in to help leaders with language for daily work and the Commitments.

NOTE: [Performance Management Rating Scale Descriptions](#) will help you pick the rating for each performance category.


What is evaluated?	Weight	Description
Daily Work	33%	<ul style="list-style-type: none"> • Daily Work describes essential job functions and the skills, knowledge, abilities, and other characteristics needed for satisfactory performance of the job found in the team member’s job description.
Performance to Goals	33%	<ul style="list-style-type: none"> • Performance to Goals includes the performance and accomplishments related to Fairview's strategic priorities and performance dimensions. • Each team member needs to have at least one goal in the system for the review to be completed.
Commitments	34%	<ul style="list-style-type: none"> • The Fairview Commitments guide behaviors to help achieve our mission and vision. • Consider how the team member demonstrates the guiding principles of our commitments: Respect for People and Continuous Improvement.

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How does the Performance Review process work?

***For specific technical directions with screenshots, go to the [Performance Review User Guide](#).

Process step	Owner	Important to know
1. Self-evaluation (optional)	Team Member	<ul style="list-style-type: none"> Completing a self-evaluation is optional (learn more about self-evaluations here) This MUST be completed in Talent Connect by December 31, 2023,
2. Complete Team Member Appraisal	Manager	<ul style="list-style-type: none"> Enter in comments and ratings in Talent Connect May use 360 development feedback form in Talent Connect to gather feedback from the team member’s colleagues and peers May collaborate with another people leader to serve as alternate reviewer, if: <ul style="list-style-type: none"> The leader is planning to be on LOA (Leave of Absence), The leader needs feedback from a previous leader for a transfer employee The leader has 50 or more direct reports Learn more in the Alternate Reviewer Process Guide
3. Hold 1:1 Meeting	Manager	<ul style="list-style-type: none"> Hold the 1:1 meeting to share feedback about 2023 accomplishments and opportunities for development
4. Finalize Form	Manager	<ul style="list-style-type: none"> If the 1:1 discussion uncovered edits to the form – make them now. This is the last chance to edit comments and ratings in Talent Connect
5. Acknowledgement	Team Member	<ul style="list-style-type: none"> Team Member signs-off on their review electronically in Talent Connect Make sure the acknowledgement is complete by March 1, 2024

-  For more information on how the performance review process works in general, visit the [OD&L Website](#) to find:
- [Performance Review Technical User Guide](#)
 - [Performance Management Rating Scale Descriptions](#)
 - [Self-Review Process Guide](#)
 - [Alternate Reviewer Process Guide](#)
 - [360 Philosophy and FAQs](#)